

PROCTOR QUALIFICATIONS AND DUTIES

QUALIFICATIONS/REQUIREMENTS

1. Must attend all examination events (exam days, briefing, set-up days) on time and stay until dismissed by Site Director
2. Must be a high school graduate (prefer college graduate/coursework) and at least 21 years old
3. Must be competent to read, write, and count
4. Proficient in the English language (both reading and speaking)
5. Able to communicate effectively to people under incredible stress in a courteous manner
6. Possess strong organizational skills and use good judgment
7. Detail oriented and able to follow oral and written instructions without error
8. Must be able to give assistance to applicants with minimal interruption to exam session
9. Must be able to stay focused during long periods of silence without distracting applicants
10. Must be in good health. Must be able to stand and walk for most of the testing days and able to lift a 25 pound box of test materials.
11. Must not be related by blood or marriage to anyone taking the exam
12. Must not have a criminal record or any outstanding tax obligations

DUTIES/RESPONSIBILITIES

1. Responsible for administering test materials to 20-40 law exam applicants for 2 consecutive days from approximately 7:15 a.m. to 5:15 p.m.
2. Assists with set-up of test materials prior to the beginning of the exam session
3. Directs applicants to assigned seats and enforces exam rules regarding items brought into exam sites and kept at tables (must ensure cell phones are off and not at tables with applicants)
4. Distributes test materials as instructed by exam Site Director ("SD")
5. Verifies identification of 20-40 candidates and collects documents from applicants such as attendance slips, name verification forms, and MBE cards (PM Day 2)
6. Monitors candidates during exam to deter cheating. Reports suspicious activity to SD.
7. Collects and accounts for all test materials at end of each test session as instructed by SD
8. Proctors must work quietly without unnecessary disruptions to test takers yet must be hyper-vigilant to applicant behavior and applicant needs